

# KEWEENAW BAY INDIAN COMMUNITY

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## 2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
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ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
EDDY EDWARDS  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, SR.  
DONALD SHALIFOE, SR.

## PREP COOK / ELDERLY NUTRITION WORKER

One (1) Part-Time, Non-Exempt Position (at 20 hours/week)

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Copy of High School Diploma, GED, or High School Certificate of Completion
- ☐ If you are a KBIC member working towards obtaining your GED, you must provide verification
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Hannah Beesley, Personnel Director  
16429 Beartown Road  
Baraga, MI 49908  
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**Distribution Date:** July 14, 2016

**Closing Date:** July 28, 2016 at 4:00 pm

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

"Home of the Midnight Two-Step Championship"

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### POSITION DESCRIPTION

**POSITION:** **PREP COOK/ELDERLY NUTRITION WORKER**  
Part-time, Non-Exempt position at 20 hours/week

**LOCATION:** Ojibwa Senior Citizens Center  
Baraga, MI 49908

**SUPERVISORY CONTROL:** Elderly Nutrition Director

**SALARY:** Grade 2 (minimum starting wage = \$8.61/hour)

**QUALIFICATIONS:**

- Must have High School Diploma, GED, or Certificate of Completion.
  - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
  - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Must be at least 18 years of age.
- Previous culinary/kitchen work experience required.
- Must be able to obtain Food Handlers certification and ServSafe certification within the time structure set forth by supervisor.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, pre-employment physical (including an initial TB skin test), and annual TB Skin testing.

**INDIAN PREFERENCE:** Preference will be given to qualified individuals of American Indian descent.

**VETERAN PREFERENCE:** Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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## **DUTIES AND RESPONSIBILITIES:**

- Annual Food Handler Certification through Indian Health Services will be required.
- Initial and on-going ServSafe certification through Indian Health Services will be required.
- Cooks foodstuffs in quantities according to menu and number of persons to be served.
- Clean-up of kitchen and dining area.
- Washes dishes.
- Bakes breads and pastry as necessary.
- Cuts meat as necessary.
- Adheres to planned menu, taking advantage of foods in season and local availability.
- Serves meals.
- Helps direct volunteers/community service workers who assist in preparing and serving meals.
- Attends all training sessions as required.
- Assists with completing and routing all necessary paperwork to the Elderly Nutrition Director.
- Other duties as assigned by Supervisor.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.*

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